

Affidavit of Affixture Instruction Sheet

1. **What is the processing time for an Affidavit of Affixture?**

- Upon receipt, the processing time is 7 to 10 business days

2. **What information is needed to process an Affidavit of Affixture?**

- \$90.00 fee, payable to: State of Michigan
- Name of owner(s)
- Property Address
- Manufacturer
- Model
- Year of manufacture
- Serial number (**AOA's will be not processed without a serial number** or number assigned by another legal process such as surety bond, court order, or assigned number issued by the Secretary of State)
- Legal description of property to which the mobile home is affixed can be attached.
- Signature of all owners
- Notarized with notary's signature
- Secured parties – 30i(1)(v) “The name of each holder of a security interest in the mobile home, together with the written consent of each holder to the termination of the security interest and the cancellation of the certificate of title under subsection (2), if applicable.
- Submit Certificate of Title, Certificate of Origin or a surety bond.
 - If a title, certificate of origin or surety bond cannot be obtained:
 - Submit a signed letter from the owner(s) stating why these things cannot be obtained, and the letter shall state, the process that was taken to diligently obtain the title, certificate of origin or surety bond, when ownership transferred and what document provides proof of ownership.
 - Submit documentation that proves that the owner(s) on the Affidavit of Affixture is/are the owner(s) of the manufactured home, such as at least one of the following; warranty deed, sheriff's deed, quit claim deed, bill of sale, and a department approved affidavit of licensed professional signed by one of the following professions; licensed real estate salesperson, licensed real estate broker, associate real estate broker, limited real estate appraiser, state licensed real estate appraiser, certified residential real estate appraiser, certified general real estate appraiser, or a attorney at law.

2. **What type of missing or inaccurate information holds up the processing of an Affidavit of Affixture?**

- Affidavit is not complete
- Affidavit is not correct
- Affidavit is a duplicate of a previously issued affidavit.
- When the applicant copies the affidavit onto legal paper
- Using another form other than the one prescribed by this department

- Owner(s) on the title, certificate of origin or proof of ownership documents do not match the owner(s) that are listed on the Affidavit of Affixture.
- Signature(s) on the Affidavit of Affixture do not match the signature(s) on the title, certificate of origin or proof of ownership documents.
- Legal description is not enclosed.
- Title/Certificate of Origin or proof of ownership is not enclosed.
- \$90.00 fee is not remitted with the affidavit.

3. If you are acting as the owner's agent for an Affidavit of Affixture, what type of information is needed?

- Telephone number of the owner agent.
- "Drafted By" section completed.
- "Return Affidavit of Affixture To" section completed.

In order to obtain a Certificate of Manufactured Home Ownership or information about it, you must have the correct manufactured home serial number. If you lose your certificate, you can get a duplicate for \$15. You must, however, provide the serial number to obtain the duplicate. For ownership history of a manufactured home, contact:

**Secretary of State
Information Services Division
Secondary Complex
7064 Crowner Drive
Lansing, Michigan 48918
517- 322-1624**

Manufactured homes constructed to HUD standards have the HUD label number on the red metal label placed on the exterior of the home. In addition, each manufactured home has a serial number which can be located in a variety of places, including near the circuit breaker panel box or fuse box, water heater or furnace, or in closets of the master bedroom or the living room/kitchen area, to name a few. HUD certification labels containing similar information are stamped on the front cross member of the home chassis, it also can be found on the data plate inside the home. Verification letters may be obtained by calling (703)481-2010 or going to the website www.ibts.org.

If the Certificate of Manufactured Home Ownership (title) is lost, or was never properly filed, it still is possible to get it by (1) a court order or (2) obtaining a surety bond. The surety bond form is available at all Secretary of State offices.

The company from which the bond is purchased completes the form. Coverage is for twice the value of the home. (**NOTE:** Shop around for the best rate, because premiums vary. Also, check prices with your insurance agent.) The completed form is processed along with the Certificate of Manufactured Home Ownership application after payment of the appropriate tax and fee. The bond is good for five years